**Vista College Prep Governing Board meeting minutes**

Date: July 14, 2015

Location: Vista College Prep, 812 S. 6th Avenue, Phoenix, AZ 85003

Board Members Present: Charles Mitchell (telephonically), Cassie Breecher, Kelly McManus (telephonically), Katherine Cecala, Dawn Kennedy, Chris Dang, Irene Carroll

Board Members Absent: Grant Crone

Staff present: Julia Meyerson

Meeting was called to order at 5:40 p.m. by Charles Mitchell.

**Agenda Item – Minutes and Agenda**

Ms. McManus reviewed the minutes from previous regular meeting of May 21, 2015. Mr. Dang moved to approve minutes from the last regular meeting; Ms. Cecala seconded. Motion carried.

Ms. McManus reviewed the minutes from the previous special meeting of July 1, 2015. Mr. Dang moved to approve the minutes from the last special meeting; Ms. Cecala seconded. Motion carried.

The board reviewed the agenda for the present meeting. Mr. Dang moved to approve today's agenda; Ms. Cecala seconded. Motion carried.

Mr. Mitchell announced the next board meeting would be held on August 11, 2015.

**Agenda Item – Call to the Public**

Mr. Mitchell made a call to the public. No one made a comment.

**Agenda Item: ED Report**

Ms. Meyerson discussed the information in the Executive Director report, including enrollment, academics, attendance, and development. She also provided an update on construction. The board discussed VCP’s expansion strategy

**Agenda Item: Finance Committee**

Ms. Cecala and Ms. Meyerson reviewed the Finance and Operations Dashboard

Ms. Meyerson presented and the board discussed the FY 16 budget. Ms. Cecala moved to approve and adopt Vista College Prep’s FY 16 budget and upload to the Arizona Department of Education’s website; Mr. Dang seconded the motion. The motion carried unanimously.

**Agenda Item: Development Committee**

The board discussed the upcoming Ribbon Cutting ceremony as well as new ideas for fundraising and branding.

**Agenda Item: Other Business**

The board discussed Vista College Prep’s FY 16 Personnel Manual. Ms. Cecala moved to approve the changes to the Personnel Manual as presented. Mr. Dang seconded. Motion carried.

The board discussed Vista College Prep’s FY 16 Governing Board Manual. Ms. Cecala moved to approve the changes to the Governing Board Manual as presented. Mr. Dang seconded. Motion carried.

The board discussed Vista College Prep’s FY 16 Student and Family Handbook. Ms. Cecala moved to approve the changes to the Student and Family Handbook as presented. Mr. Dang seconded. Motion carried.

The board discussed Vista College Prep’s participation in the National School Lunch Program. Mr. Dang moved to continue program participation and designate Julia Meyerson or Kela Powers to sign all agreements. Ms. Cecala seconded. Motion carried.

There being no further business to be transaction, and upon motion duly made, seconded, and approved, the meeting was adjourned at 6:35 p.m.

Dated and posted this 14th day of July, 2015.

Respectfully submitted,

Kelly McManus, Secretary